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16 DEC 1960

MEMORANDUM FOR: Director of Security

SUBJECT : Office of Security Statistical Report for
NOVEMBER 1960

1. The attached tables and charts reflect some of the activities of certain components of the office during NOVEMBER 1960.
2. The statistics in the tables are compiled by the components concerned and refer to the current month.
3. The charts are prepared in this office from the statistics in the tables and afford a means of comparing the various accomplishments, workloads, and activities from the beginning of the current fiscal year to date.
4. Following are noteworthy items for the month:
 - a. A two weeks In-Service Course for Senior Special Agents (GS-13) was held at Headquarters. Attendance consisted principally of Resident Agents.



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c. The taking and processing of color photographs to be used in The Re-badging Program was started during the month. New badges will not be issued until a later date, sometime prior to the move to the New Building.

d. The Salary and Wage Division, Office of Personnel commenced a personnel classification survey of all professional positions in the Office of Security.

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e. This office was advised that its record of 60 suggestions submitted during Fiscal Year 1960 in the Incentive Awards Program exceeded by far the performance of any other component in the entire Agency.



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Executive Officer

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Attachments

Distribution:

- 1 - Addressee
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- 1 - Chrono w/o attachments

OS/ [REDACTED] rjw (14 Dec 1960)

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